



Together We Thrive!

Join the Management HQ (MHQ) team as an Executive Director and you will get to lead, grow, and help transform membership associations and professional communities. Our innovative, entrepreneurial, fast-paced work environment offers unlimited opportunities for learning, growth, and collaboration.

MHQ is an AMCI-accredited, full-service association management company. Our diverse team does our work through a lens of equity. We support volunteer boards of directors so board members can focus on mission.

MHQ manages the full business of client organizations, including providing clients an executive director and a full management and operations team. MHQ serves associations and their members in these sectors: Government, Information Sciences / Education, Human Services, and Identity-based Associations.

For more about MHQ, visit <https://www.management-hq.com/>.

Our Values

MHQ exists to serve associations that are determined to thrive. Team members uphold our core values:

- Community:** Everything we do helps people come together in communities of purpose and belonging.
- Openness:** We communicate clearly, work in partnership, and value our differences to build trust.
- Service:** We use our expertise in the service of others – on our team, for our clients, and in our world.
- Integrity:** We do our best, we're true to our word and we act on our values – even when it's hard to do.

DEI Statement

We at Management HQ deliberately embrace opportunities to expand our hearts and minds, demanding equity, and driving inclusion, engagement and diversity in our work, our team, and our communities.

We aim to serve as a model and resource for the association industry and business community through our own work around diversity, equity, and inclusion.

In principle and in practice, MHQ values and seeks diversity, inclusion and equity within our company, our association management industry, and our communities.

MHQ is committed to maximizing opportunities and engagement across identity groups, eliminating discrimination in all its forms at all organizational levels and throughout all programs.

MHQ will provide leadership and commit time and resources to accomplish these objectives.



Position	Executive Director
Position Type	Full-time
Location	Flexible, with on-site events work, and periodic in-office meetings at MHQ's Minneapolis headquarters
Reporting	This position reports to the CEO
Supervision/Oversight	This position does not have direct reports, but may in the future

About the Position

This is a leadership position on the MHQ team. Guided by MHQ's values, this individual coordinates with the CEO on client leadership and management. The Executive Director manages two to three client associations.

The position is currently responsible for providing oversight and association management to the [National Federation of Paralegal Associations](#), the [National Association of Government Communicators](#), and the [Association for Federal Enterprise Risk Management](#).

Driven by our values, MHQ team members are supported with transparent, consistent processes and clear accountabilities. Each team member sets and delivers annual, quarterly, and weekly goals.

Position Requirements

- 10+ years of proven leadership and management experience with demonstrated results, preferably as Executive Director in a multi-client environment, like an Association Management Company (AMC).
- Proven skills in working with, guiding, and leveraging the talents of volunteer boards of directors.
- Project management experience and demonstrated success using techniques and systems organize, communicate, and drive projects to successful completion.
- Servant Leader, committed to diversity, equity, and inclusion, and aligned with MHQ values of Community, Openness, Service, and Integrity.
- Proven ability to quickly address organizational challenges, accelerate success, accomplish goals, and drive projects to completion.
- Experience in resolving issues and conflict in a calm, but urgent, strategic, and collaborative manner. Manages through adversity with strong listening, verbal, and written communication skills.
- Strong team spirit with a desire to lead and support client teams in a non-supervisory capacity.
- Highly functional using technology and databases; able to quickly learn and use multiple technology systems to support association clients.
- Organized and responsive, with a strong attention to detail, strong discipline, and an outstanding work ethic.
- Flexibility and skill to perform at strategic, operational, and administrative levels.
- Able to prioritize and delegate as needed.

Position Responsibilities

Association Management

- Quickly gain thorough understanding of MHQ and client processes, systems, and team;
- Work closely with up to three Boards of Directors and MHQ CEO to provide guidance, support, and overall association management to assigned clients;
- Work in partnership with MHQ CEO and management team on client strategy and resource allocation;
- Provide regular reports to CEO, Boards of Directors, Client Committees, and other stakeholders. Lead client teams - who are not direct reports - and oversee implementation of association operations, including membership development and retention, data management, finance, events, marketing communications, and sponsorships;
- Implement annual and 90-day strategy plans for client associations in partnership with MHQ CEO;
- Implement decisions and policies approved by association leadership;
- Lead and implement projects, ensuring project management plans and processes are regularly entered, updated, and managed in project management system, and that projects are on-time and on-budget;
- Quickly gain thorough understanding of client bylaws, governing documents, policies, and procedures, and recommend updates as needed.

Financial Management

- Manage, analyze and communicate financial reports and information both internally and externally;
- Manage association activities within budget;
- Develop and advance growth efforts for association clients;
- Use financial data to drive strategy and decision-making.

Data and Technology

- Provide oversight of and ensure quality control of client database(s) and association management system(s), supported by the MHQ client services team;
- Quickly gain working knowledge of client Association Management Systems (AMS), databases, and other technology used to support MHQ and client operations;
- Use data to make recommendations to clients and team members.

Compensation and Benefits

Annual salary for this position is \$90,000 - \$100,000 depending on qualifications. Benefits package includes Medical Coverage, Health Savings Account (HSA), Dental Coverage, Vision Coverage, Basic and Supplemental Life and AD&D Coverage, Long Term Disability Coverage, Flexible Spending Accounts, Pre-Tax Transportation Program, Transportation Reimbursement, Mobile Phone Reimbursement, Professional Development Fund, and up to 3% match on Retirement Savings Plan. We provide 11 paid company holidays, 2 floating holidays, generous PTO time, and half-day Fridays to eligible employees.



To Apply

Please submit cover letter, resume, and salary requirements electronically to HumanResources@management-hq.com. Title your e-mail "Executive Director - MHQ."